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Approved For Release 2002/01/24 : CIA-RDP81-00142R000700100011-5

DD/A Registry

78-3516/3

20 OCT 1978

MEMORANDUM FOR: Comptroller

FROM: John F. Blake
Deputy Director for Administration

DD/A Registry

File Travel

SUBJECT: Reduction in 1979 Administrative Travel

1. (U) Pursuant to your routing slip dated 27 September 1978 and OMB Bulletin No. 78-18, you will find the attached tabulation of amounts obligated for "administrative travel" by Directorate of Administration components during FY 1978 plus an estimate of the administrative travel amounts planned for FY 1979.

2. (C) There follows a listing of various broad classifications of travel which we have included in both the "administrative" and "non-administrative" categories.

a. Administrative

(1) Attendance or participation at conferences, meetings, or symposia of organizations;

(2) Visits to field offices for general surveillance of their operations;

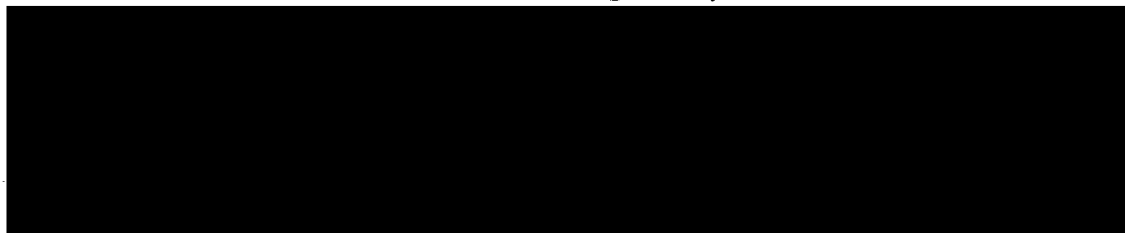
(3) Routine or periodic trips to attend staff meetings;

(4) Familiarization trips;

(5) Attendance at training courses not specific to requirements for job performance.

b. Non-administrative

(1) Trips by security investigators;



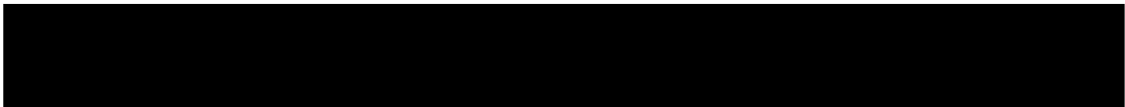
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- (4) Installation and maintenance of equipment, devices, and systems;
- (5) Continuing medical education;
- (6) Recruitment travel;
- (7) Various operational and other training travel required for job performance;
- (8) Applicant/invitee travel for preemployment processing;
- (9) Overseas medical travel;



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(11) TDY to provide coverage during absence of assigned personnel;

(12) Travel for plant inspections, contract monitoring, equipment evaluations, equipment training, and inspection.

(13) Attendance at meetings to exchange information pertaining to operating systems and programs provided by vendors.

3. (U) I trust the information provided will be adequate for compliance with the referent OMB Bulletin.

/s/ John F. Blake

John F. Blake

Attachment:
As Stated

25X1A

DDA/BS/ [REDACTED] (20 Oct 78)
Distrib [REDACTED]

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BULLETIN NO. 78-18

September 20, 1978

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Reduction in 1979 administrative travel

1. Purpose. This Bulletin provides instructions to carry out a Government-wide reduction in administrative travel during fiscal year 1979. It also requires an initial agency report on the planned reductions in administrative travel and a follow-up report on the results of the reduction.

2. Background. OMB Bulletin No. 78-13 instructed the agencies to minimize travel costs, particularly by reducing trips to conferences and avoiding first class air travel. In a further effort to help the fight against inflation, the President has directed a 20% reduction in administrative travel in fiscal year 1979 (Attachment A). He has also reiterated the need to hold all travel, including travel for program purposes, to essential needs.

3. Coverage. The 20% reduction in administrative travel applies to each agency that has been provided funds for travel and transportation of persons (object class 21). It covers all administrative travel of Executive Branch personnel, military and civilian, and other persons when travel expenses are paid by the U.S. Government.

4. Definition. For the purposes of this Bulletin, administrative travel includes all travel that is not directly related and essential to the performance of a Federal program or mission. Examples of administrative travel are:

- attendance or participation at conferences, meetings, or symposia of organizations;
- attendance at training courses that are not specific requirements for job performance;
- visits to field offices for general surveillance of their operations;

- routine or periodic trips to attend staff meetings;
- familiarization trips for new employees; and
- travel to staff retreats.

Administrative travel that is paid from program funds, such as the travel of overhead personnel when charged to specific projects, is included in the definition of administrative travel.

5. Reporting requirements. As soon as possible after 1979 appropriations are enacted, but no later than November 17, 1978, agencies will submit a report on their initial plans to reduce administrative travel by 20 percent. Information will be reported in the format of Exhibit 1 including:

- the total dollar amount of administrative travel included in object class 21 (in terms of obligations) for 1978 and the amount planned for 1979;
- the dollar amount that represents at least a 20% reduction in administrative travel in 1979; and
- a discussion of the adjustments made to 1979 travel plans to achieve the reduction identifying:
 - o the specific types of administrative travel that will be reduced or foregone; and
 - o the types of programmatic travel exempted from the reduction.

Agencies should be prepared to provide information on the status of the reduction during the fiscal year. At the end of fiscal year 1979 and no later than November 16, 1979, agencies will submit a follow-up report on the actual results of the travel reduction in the format of Exhibit 2.

6. Use of savings realized from the travel reduction effort. Each agency will use the savings from the reduction in administrative travel to meet increased costs of fiscal year 1979 civilian and military pay raises effective in October 1978 and wage board pay raises effective in fiscal year 1979.

However, where travel reductions result in withholding of appropriations from obligation, the reporting requirements

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prescribed by the Impoundment Control Act of 1974 apply, as set forth in OMB Circular No. A-34 and OMB Bulletin No. 75-15. In such cases, rescission proposals or deferral reports will be prepared and submitted to OMB for inclusion in a special message on rescissions and deferrals to be transmitted with the President's 1980 Budget in January, 1979.

7. Inquiries. Inquiries and requests for assistance should be directed to the OMB representative responsible for reviewing the agency's budget estimates.


James T. McIntyre, Jr.
Director

Attachments

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